massDOT Massachusetts Department of Transportation Rail & Transit Division

Massachusetts Bay Transportation Authority

Verification	Originator	Revised	Approved	Issued
Initials	MAD	MAD	JOK	JOK
Date	10/31/13	8/12/14	2/2/15	2/9/15

EP-4.3.1-1 Aspects and Impacts Procedure

Person responsible: **ESMS Management Representative & ESMS Core Team**

Area of application: Cabot Maintenance Facility

Document location: intranet.mbta.com/environmental/ESMS-ISO-14001

Original issue date: February 9, 2015

Revisions

Rev. No.	Date	Description
001		
002		

Recurring action items

Activity	Responsibility	Frequency
1. Review and evaluate master list of aspects to ensure accuracy and timeliness.	ESMS Team	Annually
2. Document review of criteria even if no changes are made	ESMS Team	Annually

Procedure Index

1.0 Purpose

2.0 Scope

3.0 Responsibility

4.0 Definitions

5.0 Process

6.0 References / Related Documents

EP-4.3.1-1 Aspects and Impacts Procedure

1.0 Purpose

1.1 The purpose of this procedure to describe a consistent method for the MBTA to identify and evaluate the environmental aspects of its activities, products or services that it can control and over which it can be expected to have an influence, in order to ensure that these are considered when developing, implementing and maintaining the ESMS at the Cabot Maintenance Facility.

1.2 Implementation of this procedure will allow for establishment and prioritization of environmental objectives and targets at the Cabot Maintenance Facility.

2.0 Scope

2.1 This procedure conforms to the element 4.3.1 Environmental Aspects of the ISO 14001: 2004 Standard and covers operations at the Cabot Maintenance Facility

2.2 This procedure covers all of the activities, products and services that will or may impact the environment and are under the control or influence of employees, contractors or other persons at the Cabot Maintenance Facility.

2.3 The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified operations activities, products and services were taken into consideration.

2.2 All MBTA Facilities shall assemble a listing of their environmental aspects. The purpose of this activity is not to determine the importance of each aspect. The purpose is to create a listing of how the Facility interacts with the environment. The identification of environmental aspects will identify the specific environmental aspects that can be controlled, and over which the Facility is expected to have influence.

3.0 Responsibility

3.1 It is the responsibility of the Chief/AGM/Director to which the Facility reports to provide training and resources to the Facility to carry out this procedure.

3.2 It is the responsibility of the Facility Superintendent to manage this procedure within his Facility. It is suggested that the Facility Superintendent identify and solicit input from facility personnel.

4.0 Definitions

4.1 Refer to EP-4.4.4-2 ESMS Related Definitions

5.0 Process

5.1 The ESMS Team along with designated facility personnel shall identify environmental aspects for that Facility.

5.2 The Facility will use the aspect/impact matrix (ED-4.3.1-2) to evaluate and document the

significance of each identified aspect.

5.3 Records and sign-in sheets for meetings will be maintained (ED-4.4.4-4 ESMS Sign-in Sheet)

5.4 On an annual basis, the Facility Superintendent will review and update the Evaluation of Aspects and Impacts Matrix (ED-4.3.1-2).

5.5 The Superintendent of the Facility will forward the identified aspect/impact Matrix and identified significant aspects to the ESMS Team for inclusion in the ESMS.

6.0 References / Related Documents

6.1 ED-4.3.1-2 Evaluation of Aspects and Impacts Matrix

6.2 ED-4.4.4-4 ESMS Sign-in Sheet